

Cover Page

Bid ID - B0006349

Issue Date - 03/30/2011

Description - Auburn University Athletics is seeking bids for Security and Guest Services, assisting

Name - Frank Tew, C.P.M

Phone - 334-844-7771

Return Original Bid To

Auburn University

Procurement and Payment Services

311 Ingram Hall

Auburn University, AL 36849

**This bid will be opened at 11:00 am on 04/15/2011
at 138 South Gay Street Suite A, Auburn Alabama 36830.**

After 10:30 AM on 04/15/2011 bids must be hand delivered to 138 South Gay Street Suite A, Auburn Alabama 36830.

1. Pursuit to the provisions of the State of Alabama Competitive Bid Law rules and regulations adopted there under sealed bids will be received on the items noted herein by Procurement and Payment Services of Auburn University, until the date and time stated above.
Bid number and opening date must be clearly marked on the outside of all bid packages.
2. Interested bidders should review Auburn University's Standard Terms and Conditions located at "http://www.auburn.edu/business_office/terms" for additional information prior to responding to the RFB/RFP.
3. **All bids are to be "F.O.B. Destination - Freight Prepaid and Allowed."**
4. A.U. policy requires disclosure of certain information consistent with Ala. Law 2001-955, Sec. 4(a) (1) (2) & (3). By submitting your bid, or proposal, you affirm, under oath, that no relationships exist as in the referenced law. If relationships do exist, and the award amount is above \$5000, the awardee will be required to submit a more detailed form regarding these relations. No award will be made to anyone refusing to disclose the required information. This form is located at: http://www.ago.state.al.us/documents/vendor_disclose_fill.pdf.
5. Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. **BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 206-557**, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.
6. Bidder certifies that neither it, nor any of its employees who will provide or perform services under this contract have been debarred, suspended or declared ineligible as defined in the Federal Acquisition Regulation (FAR 48 C.F.R. Ch 1 Subpart 9.4). Bidder will immediately notify the University if the Bidder or any of its employees who will provide or perform services under this contract is placed on the Consolidated List of Debarred, Suspended, and Ineligible Bidders.

Company Name: EVENT OPERATIONS GROUP, Inc.

Phone: 800-925-7549

Address: 300 APPLGATE LANE

Fax: 205-664-1008

City: PELHAM

Other: 205-685-4960 (Administration office)

State: ALABAMA

Email: mike@eventoperationsgroup.com

Zip Code: 35124

Website: www.eventoperationsgroup.com

Bids may not be faxed directly to the University in response to this Request for Quotation.

Bids must be signed in ink or it will not be considered.

Signature:  Date: 4/1/11

All bids submitted shall be in compliance with the conditions set forth herein. The bid procedures followed by this office will be in accordance with these conditions. All interested bidders are urged to read and understand these conditions prior to submitting a bid.

Auburn University

Procurement and Payment Services
311 Ingram Hall
Auburn University, AL 36849-5101
Phone (334)844-7771

Vendor Response/Quotation Page

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at 138 South Gay Street Suite A, Auburn Alabama 36830.**

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Please bid the following as specified.

<u>Item</u>	<u>Description</u>	<u>UM</u>	<u>QTY</u>	<u>Unit Price</u>	<u>Total Price</u>
1	Bid for Event Staffing per attached specifications. Pricing is per the rate per hour sheet in Specs. Please Note Pre-bid meeting 4-8-2011, 9:00 am Athletic Complex.	UNT	1	See Attachment	

Comments: Auburn University is seeking Bids for Event Staffing for Football, Men's Basketball, Women's Basketball, Gymnastics, and Baseball. The service shall furnish uniformed security and guest services personnel to assist in crowd/traffic control, ticket taking, ushering, parking control, and to make reasonable effort to protect property against theft, illegal entry of persons and contraband, damage and destruction by spectators, and other intentional acts of violence. A complete specifications copy is attached. Questions concerning specifications, terms, and conditions of bid package call Lucas Young, Director of Event MGMT. 334-844-2899. Questions about bid process, call Frank Tew 334-844-3573. Vendor must be registered with Auburn University to have bid awarded. There will be a pre-bid meeting, (attendance highly recommended), on April 8, 2011 @ 9:00 AM. in The Athletic Complex. Please let Lucas Young know if you plan to attend.

Auburn University

WE PROPOSE TO FURNISH THESE ITEMS AT PRICES LISTED OPPOSITE EACH, AND GUARANTEE THAT IF THE ORDER IS PLACED WITH US WE WILL FURNISH THESE GOODS IN ACCORDANCE WITH YOUR SPECIFICATIONS SHOWN ABOVE UNLESS OTHERWISE INDICATED. IN SUBMITTING THIS BID WE STATE THAT AGREEMENT OR COLLUSION DOES NOT EXIST AMONG BIDDERS OR PROSPECTIVE BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING

Auburn Athletics Security & Guest Services Bid #: B0006349

Instructions to Bidders

1. Bids should be submitted in a sealed package with the bid number on the outside. Please submit one (1) Original and one Copy (1) and addressed to: **Frank Tew; Procurement Services, 311 Ingram Hall, Auburn University, AL 36849.**

Specifications

1. The service shall furnish uniformed security and guest services personnel to assist in crowd/traffic control, ticket taking, ushering, parking control and to make reasonable effort to protect property against theft, illegal entry of persons and contraband, damage and destruction by spectators, and other intentional acts of violence. The specific number, principal posts, and duties of security and guest services officers will be agreed upon between the parties hereto during regular and special coordination meetings prior to the dates service is required.
2. The security and guest services covered by this agreement shall be performed by qualified and efficient employees. No security or guest services personnel shall be employed by the successful bidder upon the designated university property unless he/she is 18 years of age and shall have passed an EventSecure background check (no criminal history of a felony conviction), have received EventSecure credentialing and a minimum of six (6) hours of Auburn Athletics curriculum approved class room instruction in security bag check, guest services training, and is subject to annual alcohol/narcotics screening prior to assignment. Tram Drivers are required to complete additional Auburn University approved tram driver safety training and hold a valid drivers license.
3. Furnish security and guest services officers to provide such service, completely outfitted with uniforms. Provide radios to all security and guest services managers and supervisors. Provide for any transportation of staff and managers as needed.
4. The security and guest services officers shall be:
 - A. Subject to all Auburn University regulations while on the premises of the designated University property
 - B. Be courteous, neat, clean, and presentable while on duty
5. Provide certificate of insurance to Auburn University and show Auburn University as additional insured. Such insurance shall include:
 - (1)
 - A. Workman's Compensation -- Statutory
 - B. Employer's Liability - \$1,000,000.00
 - (2)
 - Comprehensive General Liability
 - A. General Aggregate - \$5,000,000.00
 - B. Products - \$1,000,000.00
 - Operations Aggregate
 - C. Personal and Advertising - \$1,000,000.00
 - D. Each Occurrence or single limits of \$1,000,000.00

- (3) Automobile Liability
 - A. Bodily Injury - \$1,000,000.00 combined single unit each occurrence
 - B. Property damage or combined single - \$1,000,000.00 each occurrence
- 6. Security and guest services will be furnished on the dates and times specified by the Associate Athletic Director – Facilities & Operations (or his designee). Any agreement pursuant to an award is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association as between Auburn University and the contractor. All personnel furnishing services pursuant to any agreement will be considered for all purposes as employees of the contractor and not of the University.

For Football Events:

- (1) On the Tuesday before each home game a meeting will be held at a designated time in Jordan-Hare Stadium with representatives from all areas of stadium/event operations. This meeting will be for the purpose of discussing game/event operations. The number of personnel needed for the upcoming event will be made available to the successful bidder at this meeting.
- (2) On the Saturday morning before each game the number of security people provided by the service will be counted and each individual wrist banded by Athletics staff for auditing purposes. Individuals arriving without EventSecure credentials will be asked to leave campus. The service will have available 370 to 420 personnel for each game/event. The exact number will be determined four (4) days prior to each home game.
- 7. All security and guest services supervisors will be adequate in number (not to exceed thirty-five (35)) and radio equipped.
- 8. Auburn University and the successful bidder will designate in writing the full name of individuals who shall have full authority to act for, and on behalf of their principals with respect to all matters arising under the contract.
- 9. The successful bidder shall not assign or transfer the contract, any part thereof, or any rights of the successful bidder thereunder, except as otherwise consented to in writing by Auburn University.
- 10. The successful bidder will input any and all incidents arising on gamedays into a web based gameday incident tracking system as they occur on gamedays. The system will be selected and paid for by Auburn University Athletics
- 11. Job responsibilities for each post should be explained in detail to the security or guest services personnel by their supervisor. Each individual should receive a copy of their responsibilities. An ID number and name must be clearly displayed as a part of each uniform of all personnel while on duty.

12. Security officers shall at all times, and to the best of their ability, faithfully perform their duties and take prompt action against:
 - A. Illegal entry of person(s) and/or contraband as specified in Jordan-Hare Stadium Security Plan.
 - B. Illegal entry of vehicles and unauthorized parking of vehicles in athletic department reserved lots.
 - C. Unauthorized persons going on to the playing field.
 - D. Violation of seating regulations as specified in the Athletics Operations Manual.
 - E. Acts or attempted acts of violence and theft, and report to their supervisor circumstances causing suspicion of intended theft or damage to designated University protected property.
13. Any purchase order/contract resulting from this bid can be canceled for convenience by either party. The effective date of cancellation shall be sixty (60) days from the date of written notice of intent and the depositing of such in the way of registered United States mail, addressed to the party to be notified at its address herein stated, shall constitute the giving of notice thereof.

Any purchase order/contract may also be canceled because of

- (1) Breach of contract
 - (2) Where the contract was obtained by fraud, collusion, conspiracy or any other unlawful means.
14. In order to evaluate a bidder's qualifications, the University requires the bidder to furnish the following information:
 - A. Financial Resources
 - B. Personnel Resources
 - C. Resumes of Executives and Project Manager (project manager must have successfully completed NIMS courses (ICS-100) Introduction to Incident Command Systems, (IS-200) ICS for Single Resources and Initial Action Incidents, (IS-700) National Incident Management System (NIMS) an Introduction,
 - D. Evidence of the type and intensity of training of security and guest services officers
 - E. Furnish a reference from eight (8) businesses or NCAA Division I universities, where similar services have been performed at venues with crowds of 60,000 or more in the last three (3) years. Bidder must furnish a contact name and phone number for each reference.

15. It is mutually agreed by and between Auburn University and the successful bidder that the University's acceptance of the bidder's offer by the issuance of a purchase order shall create a contract between the two parties. Any exception taken by the bidder which is not included will not be part of the contract. Therefore, in the event of a conflict between the terms and conditions of this bid and information submitted by a bidder, the terms and conditions of this bid and the resulting purchase order will be governed under the laws of the State of Alabama.

BID FORM

- A. Security Manager - \$ 18.35 per hour
B. Security Officer - \$ 13.50 per hour
C. Security Supervisor - \$ 16.35 per hour
D. Guests Services Manager - \$ 18.35 per hour
E. Guests Services Staff - \$ 12.85 per hour
F. Guest Services Supervisor - \$ 15.35 per hour

94.75

The quoted rates will be subject to a four (4) hour minimum call out and will apply to only those hours specifically authorized by Auburn University.

BILLING:

(1) Billing must be done within forty-eight hours following an event and should include each person's name, hourly rate, and hours worked. The bill should be sent to the Auburn University Athletics Facilities & Operations office.

(2) Payment for services rendered will only be made for mutually agreed upon pre event staff assignments.

Contract period is from: August 1, 2011 – July 31, 2012 Contract may be renewed after contract year for up to four (4) additional one (1) year periods, for a total of Five (5) years.

I agree that I can provide 420 qualified personnel if notified four (4) days prior to an event.

Signed -

Mike Jones

Print Name -

Mike Jones

Title -

President/CEO

For further information, contact, Jeff Steele (334) 844-2389 or Luke Young (334) 844-2899.